

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 34-2**

1 AUGUST 2003

Services

COMBAT SUPPORT FLIGHT

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This checklist reflects Command requirements for Services Combat Support Flight to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references. Food Service changes include references to new Commercial Food Service terminology. Food Service Contract Management items that are covered in AFSPCCL 20-1 were removed. Several critical items have been moved to non-critical. Lodging has removed references to Space Command standard amenities. A bar (|) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the functions.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. **See Attachment 1.**

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Director of Mission Support

ATTACHMENT 1

SERVICES COMBAT SUPPORT FLIGHT CHECKLIST

Table A1.1. Checklist.

MISSION STATEMENT: Provide food service, mortuary, military honors, fitness, lodging, libraries and linen exchange to authorized users. Provide essential services and recreational opportunities for US military during contingency operations. Develop, maintain, and monitor the execution of contingency plans and programs.			
SECTION 1: FOOD SERVICE NOTE: All references are from AFI 34-239, <i>Food Service Management Program</i> , unless otherwise stated. Also see references AFM 34-240, <i>Food Service Program Management</i> , AFI 48-116, <i>Food Safety Program</i> , AFOSHSTD 91-501, <i>Air Force Consolidated Occupational Safety Standard</i> , AFOSHSTD 91-68, <i>Chemical Safety, Food and Drug Administration 1997 Food Code</i> , and <i>AFSVA Food Service Monetary Standards</i> .			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are AF Form 1339, Dining Hall Signature Record and AF Form 79, Cash Collection Record , being properly controlled and used? (Para 3.1.1.1)			
1.1.2. Is AF Form 1119, Monthly Monetary Record , properly maintained for each facility? (Para 3.2.6)			
1.1.3. Does FSO/Supt reconcile total cash collected on DD Form 1131, Cash Collection Voucher , with verification receipt from base financial institution? (AFM 34-240, Para 3.2.8)			
1.1.4. Do cashiers validate the identification card data against authorized social security numbers in the Commercial Food Service (CFS) database? (AFM 34-240, Para 2.1)			
1.1.5. Are safety programs in effect to ensure proper clothing/shoes are worn (also safety goggles, rubber gloves, etc., as required)? (AFOSHSTD 91-501, Chapter 14)			
1.1.6. Are potentially hazardous foods, during heating or cooling operations, maintained at either 41 degrees Fahrenheit and below or 140 degrees Fahrenheit and above? (1997 Food Code, Chapter 3, Para 3-501.16)			

CRITICAL ITEMS (Cont):	YES	NO	N/A
1.1.7. Are non-food items (detergents, cleaning agents, insecticides, etc.) kept separately or away from where food is stored or prepared? (1997 Food Code, Chapter 7, Para 7-201.11)			
1.1.8. Are thawing foods properly stored and labeled? (1997 Food Code, Chapter 3, Para 3-501.13)			
1.1.9. Are hot foods properly cooled and stored? (1997 Food Code, Chapter 3, Para 3-501.14)			
1.1.10. Is initial formal and annual Food Safety Training being accomplished? (AFI 48-116, Para 2.1.4. and 2.1.5)			
1.1.11. Are supervisors ensuring food handlers meet and know the following requirements?			
1.1.11.1. Wash hands with soap and water after each visit to the toilet, after smoking, etc. (1997 Food Code, Chapter 2, Para 2-301.14)			
1.1.11.2. Outer clothing is clean to prevent the contamination of food. (1997 Food Code, Chapter 2, Para 2-304.11)			
1.1.11.3. Proper hair restraints are worn such as hats, hair coverings or net, beard restraints, and clothing that covers body hair. (1997 Food Code, Chapter 2, Para 2-402.11)			
1.1.12. Are dishwashing/sanitizing temperatures as specified being maintained? (1997 Food Code, Chapter 4, Para 4-501.110-114)			
1.1.13. Are clean sanitized utensils and equipment protected from contamination during storage? (1997 Food Code, Chapter 4, Para 4-903.11)			
1.1.14. Are accounting and issue procedures for meals served away from the dining facility properly performed? (AFI 34-239, Para 3.2.11 and 3.6)			
1.1.15. Are frozen foods maintained frozen? (1997 Food Code, Chapter 3, Para 3-501.11)			
1.1.16. Is AF Form 1469, Subsistence-in-Kind (SIK) Invalid Entitlements Log , consistently completed by dining facility cashiers? (AFM 34-240, Para 2.1)			
1.1.17. In a mechanically refrigerated or hot food storage unit, is the sensor of a temperature measuring device located to measure the air temperature in the warmest part of a mechanically refrigerated unit and in the coolest part of a hot food storage unit and is it located to allow easy viewing of the device's temperature display? (1997 Food Code, Chapter 4, Para 4-204.112)			

1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Are all food items individually and correctly priced and posted in clear view for customers? (AFM 34-240, Para 1.5. and 1.7)			
1.2.2. Is the Sales and Cost report being printed and reviewed daily to determine earned income versus theoretical costs? (CFS Handbook)			
1.2.3. Are airmen authorized to subsist at government expense required to show DD Form 2 (ACT), Armed Forces of the United States-Geneva Convention Identification Card ? (AFM 34-240, Para 2.1)			
1.2.4. Are proper and safe cleaning agents used for cleaning? (AFOSH-STD 91-68, Para 3.1 and 3.4)			
1.2.5. Do all non-SIK/non-exempt patrons (i.e., contractors, officers, APF civilians, and enlisted personnel on BAS) pay the appropriate surcharge? (AFI 34-239, Atch 13)			
1.2.6. Is the Food Service Production Log properly prepared and compared to the Sales and Cost report daily by the dining facility supervisor? (CFS Handbook)			
1.2.7. Are the worldwide menu patterns in CFS being used? (AFI 34-239, Para 1.3)			
1.2.8. Do food employees keep their fingernails trimmed, filed and maintained so the edges and surfaces are cleanable and not rough? (1997 Food Code, Chapter 2, Para 2-302.11)			
1.2.9. Are only authorized revisions made to the Air Force Menu? (AFM 34-240, Para 1.4)			
1.2.10. Are garbage/refuse containers lined with plastic bags or wet-strength paper bags? (1997 Food Code, Chapter 5, Para 5-501.10)			
1.2.11. Do food employees remove all jewelry from their arms and hands? (Does not apply to a plain ring such as a wedding band.) (1997 Food Code, Chapter 2, Para 2-303.11)			
1.2.12. Are ethnic and specialty foods served routinely? (AFM 34-240, Para 1.4)			
1.2.13. Is all food properly requisitioned, issued and accounted for in each facility? (AFM 34-240, Chapter 5)			
1.2.14. Are menu items available throughout the serving period? (AFM 34-240, Atch 2, Para 4)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
1.2.15. Do line servers know the portion size of what they are serving? (AFM 34-240, Atch 2, Para 11)			
1.2.16. Are spot checks of each cashier function being performed for accurate customer count and cash control procedures? (AFI 34-239, Para 3.1.1.7. and AFM 34-240, Para 1.12)			
1.2.17. Is a file of manufacturer's operating, cleaning and maintenance instructions for all major equipment items readily available? (AFM 34-240, Atch 2, Para 28)			
1.2.18. Are the temperature measuring devices calibrated IAW manufacturer's specifications as necessary to assure their accuracy? (1997 Food Code, Chapter 4, Para 4-502.11)			
1.2.19. Has a program for replacing equipment and upgrading facilities been developed? (AFI 34-239, Atch 2, Para A2.7.2)			
1.2.20. Are energy conservation practices in effect? (AFM 34-240, Atch 2, Para 47)			
1.2.21. Do foods come from approved sources? (AFI 48-116, Para 1.2. and 1.4)			
1.2.22. During pauses in dispensing, are Ice Scoops stored in a clean, protected location? (1997 Food Code, Chapter 3, Para 3-304.12)			
1.2.23. Is food on display protected from contamination by the use of packaging, counter, service line or salad bar food guards, display cases, or other effective means? Exception: Nuts in the shell and whole, raw fruits and vegetables that are intended for hulling, peeling, or washing by the consumer before consumption. (1997 Food Code, Chapter 3, Para 3-306.11)			
1.2.24. Are toilet rooms located on the premises completely enclosed and provided with a tight-fitting and self-closing door? (1997 Food Code, Chapter 6, Para 6-202.14)			
1.2.25. Are hand washing lavatories equipped to provide water at a temperature of at least 43°C (110°F) through a mixing valve or combination faucet? (1997 Food Code, Chapter 5, Para 5-202.12)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
1.2.26. Are only dustless methods of cleaning used, such as wet cleaning, vacuum cleaning, mopping with treated dust mops, or sweeping using a broom and dust-arresting compounds? Note: Spills or drippage on floors that occur between normal floor cleaning times may be cleaned without the use of dust-arresting compounds; and in the case of liquid spills or drippage, with the use of a small amount of absorbent compound such as sawdust or diatomaceous earth applied immediately before spot cleaning. (1997 Food Code, Chapter 6, Para 6-501.12 and 6-501.13)			
1.2.27. Has the installation commander established a policy to allow dependents, relatives, and SIK member guests to subsist in the dining facility? (AFI 34-239, Atch 13)			
1.2.28. Are proper actions being taken when cumulative gains or losses exceed three percent of the monthly earned income? (AFSVA Food Service Monetary Standards)			
SECTION 2: MORTUARY AFFAIRS NOTE: All references are from AFI 34-242, <i>Mortuary Affairs Program</i> , unless otherwise stated. Also see references AFI 34-244, <i>Disposition of Personal Property and Effects</i> , AFPAM 34-259, <i>Escorting Deceased Air Force Military Personnel</i> , AFPM 34-11, <i>Service to Survivors</i> , and AFI 34-1101, <i>Assistance to Survivors of Persons Killed in Air Force Aviation Mishaps and Other Incidents</i> .			
2.1. MORTUARY CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Have the mortuary officer, mortuary officer alternates and mortuary technicians (NCOs) received formal mortuary training through AFIT or AFSVA as appropriate? (AFIT Course 462, <i>Mortuary Affairs Officer</i> , or AFSVA Services Supervisor [Mortuary Affairs] Course.) If they have not attended, do they have a firm scheduled date? (Para 1.2.5.8)			
2.1.2. Does the mortuary officer (or alternate, if primary is on leave/TDY) brief the NOK on entitlements and obtain NOK signature on AF Form 970, Statement on Disposition of Remains ? If a personal visit with the NOK is not practical, does the mortuary officer brief by telephone and send the NOK a confirmation letter verifying disposition instructions? (Para 1.2.6.3, 3.1.10, and 13.7)			
2.1.3. Does the mortuary officer ensure remains are positively identified, inspect the remains and sign the DD Form 2063, Record of Preparation and Disposition of Remains ? (Para 1.2.6.10, 1.2.6 NOTE, Para 10.11, and 13.4.1)			

MORTUARY CRITICAL ITEMS (Cont):	YES	NO	N/A
2.1.4. Has a separate case file been established for each deceased? (Para 1.2.6.2, 3.1.8 and 13.1)			
2.1.5. Are case files indexed, tabbed, neat and organized as outlined in Para 13.8 and Figure 13.1?			
2.1.6. Is AF Form 57, Mortuary Guide , properly completed and signed by the mortuary officer? (Para 1.2.6.2 and 3.1.8)			
2.1.7. Is AF Form 970, Statement on Disposition of Remains , properly completed and signed by the NOK, or accompanied by a memorandum of record from the mortuary officer? (Para 3.1.10.1 and 13.7)			
2.1.8. Is DD Form 2063 properly completed and signed by the mortuary officer? (Para 3.1.15)			
2.1.9. Are AF Forms 1122 and 1122a, Personal Property and Personal Effects Inventory and Personal Property Inventory (Continuation Sheet) , signed by the NOK, mortuary officer, SCO and installation commander? (AFI 34-244, Para 1.4.4.4, 2.2.2, 3.10.6, 3.11.2, and A.3.3.1)			
2.1.10. Is AF Form 1946, Honor Guard Checklist , completed if funeral honors were provided? (Para 8.2.14.5.2)			
2.1.11. Is AF Form 1947, Escort Report , completed and delivered to the primary mortuary officer by the escort? (AFPAM 34-259, Para 4.5)			
2.1.12. Has the base legal office reviewed the summary court file? (AFI 34-244 Para 1.4.5.12 and 1.4.8)			
2.1.13. Has the installation commander reviewed and signed the completed summary court file? (AFI 34-244 Para 1.4.4.5)			
2.1.14. Are only authorized expenses paid by the Mortuary Services Centrally Managed Account? (Para 1.3.1)			
2.1.15. Are other related expenses paid by O&M? (Para 1.3.2)			
2.1.16. Are disposition and shipment costs of personal property paid with PCS funds? (Para 1.3.3)			
2.1.17. Are expenses properly separated and paid as primary and secondary? Are they within AF limits? (Para 2.3)			
2.1.18. Are flags, flag cases, memorial register book and VA Form 40-1330, Application for Standard Government Headstone or Marker for Installation in a Private State Veterans' Cemetery , given to NOK as authorized? (Para 2.3.4, 2.3.5, and 2.3.7)			

2.2. MORTUARY NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Are the mortuary officer and one or two alternates appointed by letter from the installation commander? (Para 1.2.5.2)			
2.2.2. Is the primary mortuary officer field grade or equivalent civilian grade? (Para 1.2.5.2)			
2.2.3. Is the primary mortuary officer the Services commander, director or deputy? (Para 1.2.5.2)			
2.2.4. Does the mortuary officer provide recurring training for the alternate(s)? (Para 1.2.6.13)			
2.2.5. Does the mortuary officer use the “NOK Briefing Guide for Active Duty Deaths” in Attachment 11, or a locally developed more detailed briefing guide? (Para 1.2.6.3 and Atch 11)			
2.2.6. Have Summary Court Officer(s) (SCO) been appointed by the installation commander for each eligible deceased? (Para 1.2.5.7)			
2.2.7. Does the mortuary officer or NCO brief the SCO on his/her duties and responsibilities, and provide the SCO clearly written guidance on those responsibilities? (Para 3.1.7 and AFI 34-244, Para 1.4.5.8)			
2.2.8. Have SCOs completed all actions within 45 days, or has a waiver for extension been submitted to your Installation CC then to your Command SV for approval? (AFI 34-244, Para 1.4.4.3 and 1.6)			
2.2.9. Does the mortuary officer or NCO brief the Escort on his/her duties and responsibilities, and provide the Escort clearly written guidance on those responsibilities outlined in AFPAM 34-259, <i>Escorting Deceased Air Force Military Personnel</i> ? (Para 1.2.6.5 and 3.1.16)			
2.2.10. Does the mortuary officer or NCO arrange transportation for the NOK and assist with travel vouchers, ensuring only authorized expenses are reimbursed? (Para 1.2.6.6 and 3.1.11)			
2.2.11. Does the mortuary officer inspect the contractor’s establishment, personnel, grounds, equipment and motor vehicles during each visit to determine whether the standards cited are still being maintained? (AF Mortuary Performance Work Statement, Appendix C, Para C1.1.1.2.4, located on https://www-r.afsv.af.mil/MA_LTD)			

MORTUARY NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
2.2.12. Is a Family Liaison Officer (FLO) appointed for all active duty deaths? (AFPD 34-11, Para 1) NOTE: HQ AF/ILV Memo dated 27 Mar 2003, states: “Although not specifically addressed by AFI 34-1101, commanders will assign a FLO to the family of any person missing in action (MIA) or being held as a prisoner of war (POW).”			
2.3. SEARCH AND RECOVERY (S&R) CRITICAL ITEMS:	YES	NO	N/A
2.3.1. Has the installation commander designated a 26-member (minimum) S&R team and provided members training? (Para 1.2.5.4, 1.2.5.5, and 6.6.1.3)			
2.3.2. Are the equipment and supplies needed for S&R team operations readily available, inventoried and organized? (In determining equipment/supply requirements, has the mortuary officer prepared for all types of terrain and weather conditions in which the team may be required to operate?) (Para 6.8)			
2.3.3. Does the installation ensure the S&R team is fully evaluated as a part of base Major Accident Response Exercises (MAREs)? (AFI 34-242, Para 1.2.5.5) (NOTE: Recommended at least semi-annually. In order to properly evaluate the S&R team within normal MARE time constraints, installations may simultaneously exercise/evaluate the S&R team in a separate location from the basic MARE during the base exercise.)			
2.3.4. Has a memorandum of understanding been developed with local civil authorities? (Para 1.2.6.14)			
2.3.5. Has the mortuary officer developed a base plan for Mortuary Affairs and S&R? (Para 1.2.6.7)			
2.3.6. In the event of an aviation mishap, has the unit commander(s) of the deceased individual(s) nominated a family liaison officer (FLO) and then, in turn, has the wing/installation commander assigned the individual(s) within 24 hours to the NOK? (AFI 34-1101, Para 2.2.1, 2.2.2, and 5.2)			
2.3.7. Has the appointed FLO been properly trained? (AFI 34-1101, Para 2.2.1, 2.2.3 and Chapter 3)			
2.3.8. Has the FLO been relieved of all other duties until the involved person’s funeral is complete? (AFI 34-1101, Para 2.2.4)			

2.4. SEARCH AND RECOVERY (S&R) NON-CRITICAL ITEMS:	YES	NO	N/A
2.4.1. Has the base plan for Mortuary Affairs and S&R been coordinated with all supporting agencies? (Para 1.2.5.6)			
2.5. HONOR GUARD CRITICAL ITEMS:	YES	NO	N/A
2.5.1. Has the installation designated a Base Honor Guard team with sufficient members to meet military funeral and other detail requirements? Are subordinate/tenant units included? (Para 8.2.8)			
2.5.2. Has the Base Honor Guard been properly trained and equipped? (Para 8.2.9.4.2)			
2.5.3. Has a training program been established to ensure the Honor Guard can perform all required activities? (Para 8.1, 8.2.9.4.2, and 8.4)			
2.5.4. Are Honor Guard members provided required uniforms? (Para 8.3.3)			
2.5.5. Is base transportation providing adequate vehicle support? (Para 8.3.5)			
2.5.6. Are ammunition allocations sufficient? (Para 8.3.4.2.2)			
2.5.7. Are annual projections for ammunitions forwarded to AFSPC/SVX annually? (Para 8.3.4.2.2)			
2.5.8. Are military honors provided to all entitled persons whose NOK request it? (Para 8.9)			
2.5.8.1. For active duty members, a 20-person detail? (Para 8.9.1)			
2.5.8.2. For retirees, a 10-person detail? If not, is there a MAJCOM approved waiver? (Para 8.9.2)			
2.5.8.3. For veterans, a 2-person (minimum) detail? (Para 8.9.3)			
2.6. HONOR GUARD NON-CRITICAL ITEMS:	YES	NO	N/A
2.6.1. Has an MOU been established between host base Honor Guard and ARC organizations? (Para 1.2.6.12 and 8.2.8.4, and Figure 8.1)			
2.6.2. Are MPA days for support requested in accordance with AFI 34-242, Para 8.2.9.2 and Attachment 10?			
2.6.3. Does the Honor Guard NCOIC ensure that the military funeral honors request telephone number is maintained in the internet-based military funeral honors reporting system? (Para 8.2.9.4.7)			

HONOR GUARD NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
2.6.4. Does the Honor Guard NCOIC ensure either a person or answering machine records all incoming funeral honors requests 24 hours a day? (Para 8.2.9.4.7)			
2.6.5. Does the Honor Guard NCOIC ensure confirmation of telephone answering machine requests are made back to funeral directors within 12 hours of request time? (Para 8.2.9.4.7)			
2.6.6. Does the Honor Guard NCOIC ensure information on each funeral detail is entered into the Military Funeral Honors database at https://www.dmdc.osd.mil/fhdb/owa/fhdb_main.login ? (Para 8.7.2) (NOTE: Reporting to this web-based reporting system managed by the Defense Manpower Data Center is important to ensure the actual level of funerals we support is reported to OSD so they can advocate to Congress for additional Honor Guard manning and funding.)			
2.6.7. Is AF Form 1946, Honor Guard Checklist , completed for each detail and maintained to support local budgeting and manpower requirements? (Para 8.2.9.4.5 and 8.7.1)			
2.6.8. Does the mortuary officer or NCO have current copies of the following mortuary affairs guidance readily available for reference? a. AFI 34-242, <i>Mortuary Affairs Program</i> b. AFI 34-244, <i>Disposition of Personal Property</i> c. AFPAM 34-259, <i>Escorting Deceased Air Force Military Personnel</i> d. AFPAM 34-260, <i>Mortuary Services Benefits for Retired Air Force Members</i> e. AFPAM 34-261, <i>Mortuary Services Benefits for Members Who Die While On Active Duty</i>			
2.6.9. Have personnel been adequately recognized for their participation on the military honors detail? (Para 8.5 and Atch 8)			
SECTION 3: FITNESS AND SPORTS CENTER NOTE: All references are from AFI 34-266, <i>Air Force Fitness and Sports Programs</i> , unless otherwise stated. See also references AFI 34-137, <i>Air Force Fitness and Sports Operations</i> and 29 CFR, Chapter XVII, Occupational Safety and Health Administration, Department of Labor, part 1910.1030, <i>Bloodborne Pathogens</i> (OSHA STD 1910.1030).			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Do all staff members possess current CPR or BLS certification and first aid training? (Para 1.4.1)			

CRITICAL ITEMS (Cont):	YES	NO	N/A
3.1.2. Is there a plan for control/disposal of bodily fluids, blood spots and stained clothing? (AFM 34-137, Para 1.8)			
3.1.3. Have all personnel been trained and has the training been documented on blood-borne pathogens/body fluids? (OSHA STD 1910.1030)			
3.1.4. Has the fitness center director coordinated a medical emergency plan with the Director, Base Medical Services? (Para 5.1)			
3.1.5. Is a duress system installed in sauna/steam room areas that alert the fitness center staff? (Para 5.4)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Is the fitness center open a minimum of 112 hours per week, or if less, has the Installation Commander altered the hours based on Services personnel and mission requirement? (Para 1.2)			
3.2.2. Is customer feedback (comment cards and Corporate Prism) used to promote program changes and justify expenditures? (Para 1.9 and AFM 34-137, Para 6.1)			
3.2.3. Are the minimum core fitness and sports programs offered that promote fitness/cardiovascular improvement (aerobic classes, stationary bikes, treadmills, stair steppers, strength conditioning equipment, softball, flag football, volleyball and basketball), and is the staff trained in the correct use of the equipment in order to assist patrons? (Para 1.4 and AFM 34-137, Chapter 2)			
3.2.4. Is a fitness center continuity book available which includes operations, funding, personnel, facilities, equipment and marketing? (AFM 34-137, Para 1.5)			
3.2.5. Are the locker rooms (to include lockers, mirrors, shower walls and floors, sinks toilets, shower heads, etc.) cleaned daily, restocked with supplies as needed and checked periodically throughout the day? (AFM 34-137, Para 8.5)			
3.2.6. Is the lobby neat in appearance and present a professional impression to the customer? (AFM 34-137, Para 8.11)			
3.2.7. Is equipment inspected on a daily basis? (AFM 34-137, Para 8.4, 8.9, and 8.12)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
3.2.8. Is there a maintenance plan established for outdoor facilities coordinated with CE and Ground Safety to include pre and post season inspections and periodic self-inspections of all tracks, fields, courts and storage areas? (AFM 34-137, Para 8.12 and 8.13)			
3.2.9. Are the sports bylaws developed and coordinated with the Fitness and Sports Advisory Council and approved by the fitness center director? (Para 1.5.4, Para 4.1.3)			
3.2.10. Is the fitness center abiding by the guidance of no charge for daily use lockers, locks or towels? (AFM 34-137, Para 5.1.1)			
3.2.11. Is eye protection mandatory and is a sign posted informing participants of such on all racquetball/squash/handball courts? (Para 5.3)			
3.2.12. Have alternatives been identified if the waiting list for lockers is too long (i.e., go to all daily use lockers or identify a construction project to add more lockers)? (AFM 34-137, Para 5.2)			
3.2.13. Has 20% of the fitness staff, or a minimum of 2 individuals, and the fitness center director completed an enhanced (40 hr minimum) fitness course? (Para 1.4.2)			
3.2.14. Does the fitness center meet minimum equipment standards for the base size? (Para 2.1, 2.2 and 2.3)			
3.2.15. Did each staff member (military and APF civilian) attend the AETC Fitness Fundamentals Course (3AZR3M051) within 180 days of assignment to the fitness center? (Para 1.4.1)			
3.2.16. Is there a sign posted at the sauna, steam room and whirlpool to not permit individuals at high risk (such as pregnant women, individuals who take prescription medicine, use alcohol, individuals with elevated blood pressure, diabetes or heart disease)? (AFM 34-137, Para 8.2.4)			
SECTION 4: LODGING NOTE: All references are from AFI 34-246, <i>Air Force Lodging Program</i> , unless otherwise stated. See also references AFI 65-106, <i>Appropriated Fund Support of Morale, Welfare, and Recreation and Non-Appropriated Fund Instrumentalities</i> and AFOSHSTD 91-46, <i>Materials Handling and Storage Equipment</i> .			

4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Are personnel assigned to transient facilities in the established priority? (Table 1.1)			
4.1.2. Are adequate procedures established for control, resale and inventory of beverages and sundry sales in transient facilities? (Para 3.1 and 3.10)			
4.1.3. Does the manager follow the Lodging Funding Guidance Matrix to determine what should be funded with APF or NAF? (AFI 65-106, Chapter 6)			
4.1.4. Are adequate procedures in place for the operation, management and security of lodging funds (OIs, authorization of funds, etc)? (Para 3.1)			
4.1.5. Have all personnel been trained (and has it been documented) on blood-borne pathogens/body fluids? (Para 1.14.1.2 and OSHA Standard 29 CFR 1910.1030)			
4.1.6. Are safety programs in effect to ensure proper clothing/shoes are worn (also safety goggles, rubber gloves, etc., as required)? (AFOSHSTD 91-501, Chapter 14)			
4.1.7. Are there proper and safe cleaning agents for cleaning rooms, walkways, communal areas, etc.? (AFOSHSTD 91-46)			
4.1.8. Are obligation authorities obligated within 90 days of approval and executed within one year? (AFI 34-246 AFSPCSUP1 3 Mar 97, Attachment 5, Para 5.5a, Attachment 1)			
4.1.9. Do facilities present a clean, attractive, and well-maintained appearance? (Para 2.2.17)			
4.1.10. Did the general manager conduct a self-assessment of their operation using the Lodging Golden Eagle Standards checklist? (Para 2.1.4)			
4.2. NON-CRITICAL ITEMS:	YES	NO	N/A
4.2.1. Is there a comprehensive training program for all lodging employees and is all training properly documented? (Para 1.14)			
4.2.2. Are all Lodging employees in neat, clean and pressed uniforms with nametag, for easy identification? (Para 1.12)			
4.2.3. Are confirmed reservations accepted up to 24 hours in advance for Priority II (space available) personnel when rooms are available? (Para 2.2.4)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
4.2.4. Are reservation and front desk personnel courteous and knowledgeable of the operation, base and local off-base services such as restaurants? (Para 2.2.11)			
4.2.5. Does the front desk have base maps, eating facilities, bus schedules, list of taxi companies, kennels, etc. available as handouts? (Para 2.2.11)			
4.2.6. Is secure luggage storage available? Luggage carrier? (Para 2.2.15)			
4.2.7. Is there an Express Check-Out program? (Para 2.2.13.4)			
4.2.8. Are adequate procedures in place to ensure submission of proper documentation when a member's entitlement of BAH is affected by moves into or out of quarters? (Para 1.6.2 and 2.2.2.5)			
4.2.9. Is the 5-year NAF Requirements Budget current? (Para 3.8)			
4.2.10. Are adequate inventory and control procedures in place to account for government owned furnishings assigned to transient quarters? (Para 3.1)			
4.2.11. Does the lodging manager conduct and document annual visits to contract hotels? (Para 2.2.5.4)			
4.2.12. Are sundry items attractively displayed and do they meet customer needs? (Para 3.10)			
4.2.13. Is an approved waiver to minimum adequacy standards in effect when assigning personnel to inadequate quarters? (Para 2.1.2)			
SECTION 5: LIBRARIES NOTE: All references are from AFI 34-270, <i>Air Force Library and Information System (AFLIS)</i> , unless otherwise stated.			
5.1. CRITICAL ITEMS:	YES	NO	N/A
5.1.1. Has the Services commander appointed, by memorandum, an accountable property agent for all library materials and services? (Para 2.10.1)			
5.1.2. Are functional commanders or division chiefs certifying well-justified, mission-essential requirements for their organizations? (Para 4.4 through 4.4.2.2)			

CRITICAL ITEMS (Cont):	YES	NO	N/A
5.1.3. Are adequate resources (funding, manpower, and collections) being provided to meet patron needs? (Para 2.4 through 2.4.9, 2.7, 3.2 through 3.2.3, 3.4, 3.5 through 3.5.3, and 6.3.3)			
5.1.4 Do general library collections include materials to support mission, professional military and voluntary education programs, and materials for both adults and children? (Para 2.4.1)			
5.1.5. Do colleges and universities who teach on base provide resources to the base library as per the Memorandum of Agreement? (Para 3.6.1)			
5.2. NON-CRITICAL ITEMS:	YES	NO	N/A
5.2.1. Is a two-way interlibrary loan (ILL) program established and being used? (Para 2.2.1)			
5.2.2. Does the library provide customer services IAW AFI 34-270, Chapter 2? (Para 2.2.2 through 2.2.4 and 2.2.6)			
5.2.3. Is there a collection development plan and selection policy? (Para 2.4.5 and 2.4.6)			
5.2.4. Are policy manuals, continuity notebooks and operating instructions available for training employees? (Para 6.3.3.10)			
5.2.5. Are the collections purchased and maintained IAW AFI 34-270, Para 2.10 and following the latest Air Force Library Central Procurement Guide?			
5.2.6. Is the On-line Computer Library Center (OCLC) being used to obtain MARC records for the Integrated Library System (ILS)? (Para 2.6.1)			
5.2.7. Is the librarian conducting an aggressive, on-going marketing and public relations program to promote library funding, staffing, community involvement and use? (Para 2.9)			
5.2.8. Is there an item record for every piece of the collection in the ILSs? (Para 2.10.3)			
5.2.9. Does the library loan materials IAW AFI 34-270, Chapter 2? (Para 2.10.4 through 2.10.4.5)			
5.2.10. Is the library maintaining an aggressive notification system to enforce return of borrowed materials? (Para 2.10.5 through 2.10.5.3)			
5.2.11. Are individuals made to reimburse for lost, damaged or destroyed materials? (Para 2.10.6 through 2.10.6.2)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
5.2.12. Is an inventory of all materials completed every five years? (Para 2.10.8.2)			
5.2.13. Is the library abiding by the prohibition of not allowing library personnel to hold fund-gathering activities or sales in the library? (Para 3.1.2)			
5.2.14. Does the local APF budget fund leisure and recreational materials for adults and children? (Para 3.2.1)			
5.2.15. Does the library submit a local APF budget to the local resource advisor with a copy of the budget forwarded to the Command Librarian? (Para 3.2.2)			
5.2.16. Are mission-essential publications being purchased with central APF for any of the offices listed as bullets in AFI 34-270, Para 4.5?			
5.2.17. Does the library have an automation plan? (Para 5.2. and AFI 34-270 AFSPC 1, Para 5.2.2)			
5.2.18. Does the library provide on-line information services per AFI 34-270, Para 5.7?			
5.2.19. Does the library's five-year strategic plan incorporate the pertinent goals listed in the Air Force Library Long Range Strategic Plan? (Para 6.3.3.1)			
5.2.20. Does the Library Director have and use the standards in AFI 34-270, Atch 4?			
5.2.21. Does the library fund or purchase any materials listed in Atch 6 of AFI 34-270?			
5.2.22. Are NAF funded library and coin operated equipment being provided IAW AFI 34-270, Chapter 3? (Para 3.5 through 3.5.2.1)			
SECTION 6: LINEN EXCHANGE/LAUNDRY NOTE: All references are from AFI 34-252, <i>Laundry, Dry Cleaning, and Linen Exchange</i> , unless otherwise stated. See also reference AFM 34-253, <i>Laundry, Dry Cleaning, and Linen Exchange</i> .			
6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Do linen exchange personnel review all sales tickets, invoices, receipts and billing documents from the contractor and are invoices verified prior to payment? (Para 19)			

CRITICAL ITEMS (Cont):	YES	NO	N/A
6.1.2. Is training being conducted/documented on blood-borne pathogens/body fluids? (OSHA Standard 29 CFR 1910.1030)			
6.2. NON-CRITICAL ITEMS:	YES	NO	N/A
6.2.1. Have schedules been established for receiving and exchanging items with dormitory managers, organizations and individuals? (Para 19)			
6.2.2. Is AF Form 904, Daily Linen Exchange Transactions , kept up to date and accurate? (Para 13)			
6.2.3. Are results of inventory recorded on AF Form 905, Linen Exchange Inventory Report ? (Para 13)			
6.2.4. Is the linen exchange facility properly maintained and does it present a business like atmosphere? Does the linen exchange section adequately quality control contracts governing linen exchange items washed or dry cleaned by commercial or government facilities? (Para 11.3)			
6.2.5. Has a minimum back-up stock for each line item been established? (Para 19)			
6.2.6. Are unserviceable items entered on AF Form 2009-1, Manual Supply Accounting Record , and issued to an organization on DD Form 1348-1, DoD Single Line Item Release/Receipt Document ? (AFM 34-253, Para 3.4)			
6.2.7. Are inventories of all linen items conducted on the last workday of March and September? (Para 13)			
SECTION 7: FOOD SERVICE CONTRACT MANAGEMENT PROGRAM <i>NOTE:</i> All references are from AFI 63-124, Performance-Based Service Contracts (PBSC) , unless otherwise stated. Please refer to AFSPCCL 20-1, Quality Assurance (Wing/Unit) for additional items.			
7.1. CRITICAL ITEMS:	YES	NO	N/A
7.1.1. Is the appointed functional expert to the Business Requirements and Advisory Group (BRAG) maintaining functional knowledge? (Para 1.2.7.1)			
7.1.2. Does the appointed functional expert to the BRAG have priority for continuing education? (Para 1.2.7.1)			

CRITICAL ITEMS (Cont):	YES	NO	N/A
7.1.3. Does the appointed functional expert to the BRAG provide functional continuity and stability? (Para 1.2.7.1)			



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